



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER  
4700 KING STREET  
ALEXANDRIA VA 22302-44

CFSC-BPL

*Jan 11/19/04* 15 NOV 2004

MEMORANDUM THRU ASSISTANT CHIEF OF STAFF FOR INSTALLATION  
MANAGEMENT

FOR DIRECTOR, INSTALLATION MANAGEMENT AGENCY, 2511 JEFFERSON  
DAVIS HIGHWAY, ARLINGTON, VA 22202 *12/6/04*

SUBJECT: Morale, Welfare and Recreation (MWR) Board of Directors (BoD) Decision  
Items

1. This memorandum implements changes to Army Lodging operating policy as approved by the 20 Oct 04 MWRBoD.
2. Based on MWRBoD/ExCom action the Installation Management Agency will:
  - a. Close, or transfer to another garrison activity, pet kennels owned and/or operated by Army Lodging activities no later than 30 Sep 05. Future Army Lodging ownership/operation of pet kennels is prohibited.
  - b. Designate specific guest rooms for use by guests accompanied by pets no later than 1 Oct 05. This policy shall apply to all Army Lodging activities except those serving primarily a medical outpatient patron base or at garrisons where an on-post kennel operation for Soldier use is available. Concurrent with the designation of "pet rooms", garrison lodging activities will implement a nonrefundable cleaning fee and daily fee for pet occupancy at a level reflecting costs associated with the provision of this service.
  - c. Limit Army Lodging guest rooms designated as Distinguished Visitors Quarters (DVQ) to 2.5 percent of the total Army Lodging inventory.
  - d. Ensure Army Lodging activities are given full responsibility for unreserved DVQ guest rooms no later than 48 hours in advance of arrival. Upon receipt of unreserved DVQ guest rooms, Army Lodging activities will ensure full utilization of this space for use by other than Distinguished Visitors.
  - e. Manage DVQ occupancy to an average of 75 percent occupancy as a target, or as a minimum, to the same occupancy level as achieved by other Army Lodging non-DVQ inventory. In those cases where annual DVQ occupancy is not maintained at the same level as other Army Lodging inventory, IMA will convert this space to other than DVQ use commencing not later than the end of FY05 occupancy reporting period.

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f. Prohibit garrison actions proposing the leaseback of on-post Army Family Housing units owned and operated by a contractor under the Residential Communities Initiative for use as DVQs.

g. Close, or absorb into other operations, Army Lodging operations with an assessed demand warranting operation of 25 or less units no later than 30 Sep 05 or as listed at enclosure 1. Closures will be executed in accordance with the provisions of AR-215 with residual assets accruing to the Army Lodging Fund as successor in interest.

h. Prohibit smoking in interior spaces of all Army Lodging and Recreational Lodging activities to include guest rooms no later than 1 Mar 05. Smoking may be allowed on guest room patios, balconies, or lanais at the discretion of the Garrison Commander.

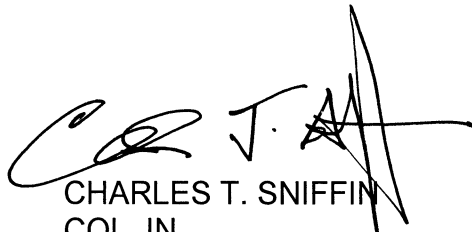
i. Implement the Army Lodging standard organizations and staffing guidelines no later than the end of FY05. Additionally, IMA will participate in the development of core performance standards and individual development plans for all Army Lodging positions to be ready for implementation by the end of FY05.

3. The IMA is also advised of the MWRBoD approval for the use of the 2-room family suite configuration (enclosure 2) as the standard for new DVQ construction under the Army Lodging Wellness Program.

4. Supplemental information/guidance as necessary to support implementation will be provided as an amendment to the FY05 Operating Guidance.

5. The point of contact for this action is Debbie Martin, DSN 761-5368 or Com (703) 681-5368, FAX (703) 681-7246, e-mail [debbie.martin@cfsc.army.mil](mailto:debbie.martin@cfsc.army.mil).

Encls

A handwritten signature in black ink, appearing to read "C. T. Sniffin", with a large, stylized flourish extending from the end of the signature.

CHARLES T. SNIFFIN  
COL, IN  
Commanding

# Locations with Assessed Demand of 25 Rooms or Less

LOCATIONS WITH DEMAND SUPPORTING 25 UNITS OR LESS				
Region	Garrison	Current Rooms	Assessed Need	Close NLT
NWRO	Tooele (hotels available in Tooele)	11	10	30-Sep-05
SWRO	Pine Bluff (hotels available in Pine Bluff)	37	24	30-Sep-05
NERO	Fort McNair (hotels available in DC)	27	21	30-Sep-05
SERO	Fort Gillem (hotels available in Atlanta)	8	5	30-Sep-05
NERO	AP Hill (existing facilities convert to Rec lodging)	24	17	30-Sep-05
SWRO	Sierra (existing facilities convert to Rec Lodging)	14	1	30-Sep-05
SWRO	Fort Irwin (PPV available on Ft. Irwin)	3	1	30-Sep-05
EURO	Loisach Inn, Garmisch (ELR available)	12	4	30-Sep-05
NWRO	Pueblo (hotels available in Pueblo)	4	4	30-Sep-05
NWRO	Rock Island (hotels available in Quad Cities)	1	17	30-Sep-05
PARO	Toyko (New Sanno Hotel nearby)	24	9	30-Sep-05
EURO	Kitzengen (IMA will combine w/Wuerzburg)	12	16	30-Sep-06
EURO	Babenhausen (IMA will combine w/Darmstadt)	18	13	30-Sep-06

